

MILFORD PUBLIC WORKS

289 SOUTH STREET
MILFORD, NEW HAMPSHIRE 03055
(603) 673-1662

CEMETERIES / PARKS
HIGHWAY DEPARTMENT
RECYCLING / TRANSFER CENTER
TOWN BUILDINGS
WATER DEPARTMENT
WASTEWATER TREATMENT FACILITY



~ 2004 REPORT ~

Respectfully Submitted By: William F. Ruoff, Director

REGULAR APPROPRIATIONS

CEMETERIES - We continued to update the cemetery software program and all the old cemetery records were moved from Town Hall to the DPW office at 289 South Street. This move will enable us to provide better service and allows us easier access to the files. In addition to the routine maintenance of the Town's five cemeteries which includes mowing, fertilizing where necessary, and watering, the following projects were attended to:

- **RIVERSIDE CEMETERY** – We continued with our annual maintenance program, which included the fertilizing and seeding of various sections of Riverside. In addition to routine maintenance, we continued to fill in the lower part of Section J in order to create future 2 and 4-grave lots. The fencing around the tool house was completed as well.
- **WEST STREET CEMETERY** – We continued with our ongoing annual maintenance and made miscellaneous repairs to fencing and other structures. There was one interment at West Street Cemetery this year.
- **NORTH YARD CEMETERY AND UNION STREET CEMETERY** – We continued with our ongoing annual maintenance and made miscellaneous repairs to fencing and other structures. There were two interments at North Yard Cemetery this year.

We continued to work with the cemetery software program which when completed will accurately organize all interments, locations, names, and dates. The old record-keeping system of lot cards was inaccurate and, for the most part, information was incomplete. The new program will ensure accurate up-to-date records. The Cemetery Department encourages all lot owners and their heirs to contact the cemetery department to verify this information. To-date 1,998 lots and over 4,339 interments have been clarified, corrected, and updated in the new software system.

In addition to annual maintenance of the cemeteries, other activities that took place are as follows:

Thirty-one cemetery lots were sold:		Concrete foundations installed for monuments	17
Cremation Lots	6	Military markers placed on veterans graves	7
Single Grave Lots	0	Eighty-nine interments were attended to:	
Two Grave Lots	21	Full Interments	49
Four Grave Lots	4	Cremations	40
	<u>31</u>		<u>89</u>

Cemetery Trustees:

Richard Medlyn, Chairman
Leonard Harten
Rosario Ricciardi

CEMETERY
PERPETUAL CARE
PAID IN 2004

Harold Webster	\$ 400.00
Clement Labelle & Tina Parsons	37.50
Carolyn Goodwill	200.00
Lucille Canavan	400.00
Kelli Carter	37.50
John & Virginia Kirby	400.00
Michael Sullivan	400.00
Nancy Tawfik	200.00
Ralph & Betty Schult	400.00
Shirley Leaor & Randolph Rush	200.00
Alfred & Yvette Guillette	200.00
Kelly Harmon	37.50
Kelley Hayward-Condra	75.00
Patricia Gay	37.50
Michael & Sheryl Homola	600.00
Samuel Kaymen	100.00
Charles & Joanna Willette	400.00
Michael & Staci Therrien	400.00
Hazel Hadley	200.00
Charles & Alice Smith	200.00
Philip & Patricia Gendron	200.00
(UNAUDITED)	
TOTAL \$	<u>5,125.00</u>

CEMETERY
FLOWER FUND –
2004

Marilyn Ciardelli	\$ 350.00
TOTAL	<u>\$ 350.00</u>

RIVERSIDE CEMETERY LOT FUND

Cash Balance, January 1, 2004		29,153.44
Income:		
Sale of Lots	11,762.50	
Greens/Device	1,470.00	
Tent	2,545.00	
Interest	156.46	
Vaults	1,890.00	
TOTAL		<u>17,823.96</u>
		46,977.40
Expenses:		
Vaults	1,367.70	
Tent & Greens	1,969.52	
Moving 2 monuments	100.00	
Buxton Lot Refund	400.00	
Computer Software	821.00	
TOTAL		<u>4,658.22</u>
Cash Balance, December 31, 2004		<u>42,319.18</u>
(UNAUDITED)		

PUBLIC WORKS ADMINISTRATION - This appropriation defrays cost of salaries and the other operating expenses of the office.

Records maintained by the Department of Public Works/Administration include cemetery, solid waste and recycling, accounts payables, payroll, water/sewer billings, and accounts receivables. Purchasing, planning, and scheduling are basic daily functions handled by the staff.

The department continues to work closely with the State’s Department of Transportation in a number of areas including their plans to upgrade railroad crossings at South Street and Union Street.

The department continued to provide inspection services on a number of new roads being constructed as part of sub-division projects. No new roads were accepted in 2004. In addition, 30 street opening permits and 60 driveway permits were issued and accepted.

The department participated in a number of community projects including the Household Hazardous Waste Collection Program, Kaley Park planning, and Downtown Ongoing Improvement Team (Do-It) programs and events.

Your Director wishes to thank the Board of Selectmen, other town departments, boards, and commissions, public works employees, and especially the residents for their continued cooperation and support.

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**HIGHWAY DRAIN MAINTENANCE** - All 921 catch basins in the town’s storm drain system were cleaned (an outside contractor performs this task annually).

During 2004, we made repairs to and rebuilt 15 catch basins in the town drainage system. These catch basins were located on Briarcliff Drive, Millbrook Drive, Alpine Street, Cherry Street, Valhalla Drive, and Crosby Street.

In the spring of 2004, we cleared a blockage and made repairs to the drainage system on Valhalla Drive.

**HIGHWAY SUMMER MAINTENANCE** - Routine maintenance items that include street sweeping, grading of gravel roads, road ditching, roadside mowing, line painting, and equipment maintenance were carried out as scheduled.

As has been done over the last couple of years, excavated asphalt pavement stockpiled from gas, water, and sewer excavations was crushed into a uniform product referred to as RAP (recycled asphalt pavement). This recycled material meets our standard specifications for crushed gravel and the cost is less than the price of processed crushed gravel. In 2004, this material was used for parking, road, and sidewalk construction on Franklin Street and Union Street, as well as gravel road maintenance, sidewalks, and on road shoulders.

|                 |                  |
|-----------------|------------------|
| Franklin Street | 275 lft curbing  |
| Franklin Street | 325 lft sidewalk |
| Union Street    | 350 lft curbing  |
| Union Street    | 400 lft sidewalk |

A considerable amount of pavement resurfacing was accomplished in 2004.

| <b><u>The following roads were re-paved<br/>with the stone chip seal process:</u></b> |           | <b><u>The following roads were re-paved<br/>with a 1" overlay</u></b> |           |
|---------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------|-----------|
| Walmsly Circle                                                                        | 620 lft   | Alpine Street                                                         | 1,320 lft |
| Ball Hill                                                                             | 1,200 lft | Berry Court                                                           | 875 lft   |
| Boulder Drive                                                                         | 2,700 lft | Briarcliff Drive                                                      | 1,720 lft |
| Brookview Court                                                                       | 1,450 lft | Cherry Street                                                         | 400 lft   |
| Brookview Drive                                                                       | 1,720 lft | Millbrook Drive                                                       | 1,570 lft |
| Chappell Drive                                                                        | 2,930 lft | Ponemah Hill Road                                                     | 532 lft   |
| Kasey Drive                                                                           | 925 lft   | Woodward Drive                                                        | 1,105 lft |
| Lorden Drive                                                                          | 1,010 lft |                                                                       |           |
| Tucker Brook Road                                                                     | 390 lft   |                                                                       |           |

Various locations received pavement crack sealing (hot rubberized asphalt material). This maintenance process prolongs the life of the road surfaces.

**FRANKLIN STREET AND UNION STREET SIDEWALK PROJECTS** - The sidewalk projects for Franklin Street and Union Street were started in the fall. The projects were constructed with Highway Department personnel and subcontractors were utilized for curbing work. The projects consisted of rebuilding 325 lineal feet of sidewalk along Franklin Street from Nashua Street to High Street, and 400 lineal feet along Union Street at various locations. The sidewalk projects were completed in October.

**HIGHWAY WINTER MAINTENANCE** – The snowfall accumulation for calendar year 2004 was 32.8 inches. The department responded to ten (10) snow and ice storms as well as numerous call-outs for black ice and slippery conditions.

Approximately 79.76 miles of roads are plowed with thirteen town-owned and one hired piece of equipment. Approximately 10 miles of sidewalk are plowed with the town's two sidewalk plows. The department's six trucks and one hired truck handle sand/salt applications.

This department continues to emphasize the use of a sand/salt mix (9-1 ratio) with the exceptions of a few selected roads, which are treated with salt at the beginning of a snowstorm. Main roads during the storms are normally treated with 50/50 mix of sand/salt. To complement the sand/salt treatment, the department has begun using the non-corrosive deicing agent IceBan®. Following storms, windrows of snow pushed against the curb by street plows must be removed in order not to minimize the capabilities of the sidewalk plow. Extra trucks are hired and used to facilitate this operation and performed at night to minimize disruption of traffic.

Snowfall measured in inches and tenths, in monthly totals:

| <b><u>JANUARY</u></b> | <b><u>FEBRUARY</u></b> | <b><u>MARCH</u></b> | <b><u>NOVEMBER</u></b> | <b><u>DECEMBER</u></b> |
|-----------------------|------------------------|---------------------|------------------------|------------------------|
| 8.1                   | 6.6                    | 10.9                | 1.0                    | 6.2                    |
| <b>YEARLY TOTAL:</b>  |                        | <b>32.8</b>         |                        |                        |

Robert & Jeanne Walsh, National Weather Service Co-operative Observers

**HIGHWAY STREET LIGHTING** - Currently there are 417 streetlights rented on a monthly basis from Public Service of New Hampshire.

**HYDRANT RENTALS/MILFORD** - This is the annual standby fire protection charge to the town by the Water Department. The charge has been \$250 per hydrant since 1989.

**HYDRANT RENTALS/WILTON** - In the Pine Valley section of Milford, close to the Wilton town line, the Wilton Water Works also provides fire protection with seven hydrants located on Wilton Road, Maple, and Pine Valley Street. Wilton’s hydrant rental charge is \$220 per hydrant.

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PARK MAINTENANCE - This department currently maintains 14 parks that vary in size. In addition, we also maintain the grounds at the Police Station, Library, Historical Society, Mullen Road property (Conservation Commission), and at the DPW Highway complex.

Town of Milford Parks

- | | |
|-----------------------------------|--|
| Adams Field - Osgood Road | MCAA Field - North River Road |
| Bicentennial Park - South Street | Memorial Park - Union Street at Union Square |
| Burns Park - Old Brookline Road | O. Burns Park - Souhegan Street |
| Emerson Park - Mont Vernon Street | Osgood Pond/Hazel Adams Burns Park - Osgood Road |
| Hartshorn Pond – Route 13 | The Oval - Union Square |
| Keyes Field - Elm Street | Ricciardi/Hartshorn Park - Union Street |
| Korean War Memorial - Elm Street | Shepard Park - Nashua Street |

During 2004, the following projects were completed:

- KALEY PARK** – There was no DPW activity at this park in 2004.
- KEYES FIELD** – The major project for 2004 was the upgrades made to the pool, pool house and associated facilities. The pool house addition was completed and new grills were installed. A new chlorination system was added to Keyes Pool and the new pedestrian bridge, named the Gregg Crossing Bridge, joining Keyes Field and the Boy’s and Girl’s Club future site was installed.

The DPW assisted the Recreation Department with various events throughout the summer. The department also assisted the Recreation Department and volunteers with the refurbishing of benches and various pieces of playground equipment.

Numerous acts of vandalism and malicious mischief occurred at Keyes Field as in the past and required the attention of the department.

OVAL – We continued our ongoing annual maintenance and made miscellaneous repairs. The tree grates were taken up, re-welded, and stone was added underneath to prevent the grates from breaking. Two new trees were planted to replace two deceased ones. All the trees on the Oval were pruned.

EMERSON PARK – We continued our ongoing annual maintenance and made miscellaneous repairs. The electrical system for the pathway lights was completely replaced.

ELM STREET (KOREAN MEMORIAL) – We continued our ongoing annual maintenance and made miscellaneous repairs. Two maple trees were planted to replace two deceased ones.

SHEPARD PARK - We continued our ongoing annual maintenance and made miscellaneous repairs. A new sprinkler system was installed in addition to having new fencing added that will expand the range of activities that can take place there.

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**TOWN HALL** – New doors were installed for the lower entrances from Middle Street. Inside the Town Hall, various halls, entranceways, and part of the ceiling in the auditorium were painted. All the stairs were stained.

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During the annual town-wide spring clean-up collection in April, 48 truckloads of yard waste and brush, which was required to be less than 5” in diameter and 6’ in length, were picked up and disposed of at the Solid Waste Transfer Station.

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**RECYCLING CENTER** - A total of 3,298.69 tons of trash was disposed of at this facility in 2004. The trash was delivered to Wheelabrator’s Concord facility, which is located in Penacook, NH, a waste-to-energy plant under contract with Waste Management and the Town of Milford. There was also 1,277.11 tons of demolition material including painted, varnished and stained wood, sheet rock, insulation, shingles, mattresses, and overstuffed furniture that was disposed of at private landfill sites in Londonderry and Salem under a contract with Waste Management. The cost savings for our first full year in our new contract with Waste Management was approximately \$105,289.00. This is based on 3268.69 tons of mixed solid waste trash and 1277.11 tons of demolition and bulky items.

The department’s recycling effort from January through December removed a total of 1486.55 tons of recyclable materials from the waste stream. These figures do not include two Salvation Army containers and one SHARE container, which residents place donations in for the less fortunate, further reducing materials that may have otherwise have been thrown out. Also, we added a Planet Aid box for useable clothing and toys. This year, 110 tons of clothing, shoes, and useable items from the SHARE container were delivered to SHARE located at St. Patrick’s Church in Milford.

The Town started a new pilot program in September 2004 where we have the residents voluntarily separate waste glass and from their other recyclables and dump them directly into hoppers next to the Recycling Building. The glass is then hauled to Goffstown, NH, and ground up for use as road bedding though a pilot program with the NHRRA.

Since September, we have shipped 108.02 tons of glass bottles to Goffstown. This pilot glass program is projected to save money as we move forward and fully implement the program (at this time, the saving has not been fully quantified). Please reference the table for 2004 tonnage of various recyclable materials.

**Town of Milford NH**  
**Recycling Center**  
**Total Tons of Materials Recycled**

| MONTH              | Trash Disposal (tons) | PAPER (tons) |           |                                 | GLASS (tons) |             |             | CANS (lbs) |               | PLASTIC (baled/tons) |             |                      | MISCELLANEOUS |        |       |         |            |                      |
|--------------------|-----------------------|--------------|-----------|---------------------------------|--------------|-------------|-------------|------------|---------------|----------------------|-------------|----------------------|---------------|--------|-------|---------|------------|----------------------|
|                    |                       | Magazines    | Newsprint | Cardboard & Brown Paper (baled) | Glass AMBER  | Glass GREEN | Glass CLEAR | Cans Tin   | Cans Aluminum | Plastic HDPE Clear   | Plastic PET | Plastic HDPE Colored | Batteries     | Metal  | Tires | Demo    | Mattresses | # of bales Cardboard |
| January            | 267.45                | 0.00         | 42.90     | 9.21                            | 5.87         |             | 9.31        | 2.00       | 2.00          | 13.89                | 1.74        | 2.69                 |               | 62.51  | 4.37  | 43.07   |            | 36.00                |
| February           | 237.83                |              | 40.67     | 13.53                           | 5.81         | 10.03       |             | 4.07       | 2.00          | 1.03                 | 2.02        | 1.15                 | 1.00          | 26.26  |       | 37.16   |            | 48.00                |
| March              | 280.11                |              | 33.49     | 9.05                            | 6.08         |             | 8.57        | 2.16       | 1.50          | 1.11                 | 3.94        | 1.17                 |               | 20.24  | 2.50  | 66.47   |            | 36.00                |
| April              | 297.04                |              | 46.68     | 8.31                            | 5.87         | 8.01        | 7.30        | 2.55       | 2.00          | 1.32                 | 1.65        | 1.03                 |               | 30.00  | 2.14  | 119.47  |            | 36.00                |
| May                | 266.14                |              | 31.94     | 9.01                            | 7.21         |             | 8.90        | 1.72       | 2.00          | 1.44                 | 1.55        |                      |               | 66.40  |       | 119.10  |            | 36.00                |
| June               | 315.32                |              | 32.20     | 13.85                           | 13.76        | 9.46        | 8.75        | 1.72       | 2.00          | 1.08                 | 3.75        | 1.48                 | 1.50          | 39.58  | 4.57  | 126.87  |            | 48.00                |
| July               | 293.78                |              | 39.72     | 9.06                            |              |             | 6.79        | 2.00       | 2.40          | 1.15                 | 2.00        | 1.17                 | 3.13          | 12.88  |       | 120.52  |            | 36.00                |
| August             | 237.04                |              | 35.42     | 9.56                            | 7.03         | 8.28        |             | 1.36       | 2.00          | 1.00                 | 2.00        | 1.00                 | 1.00          | 42.26  | 3.00  | 119.61  |            | 36.00                |
| September          | 282.57                |              | 43.45     | 9.05                            |              |             |             | 1.50       | 2.00          |                      | 3.22        | 1.00                 | 1.00          | 79.39  |       | 131.59  |            | 36.00                |
| October            | 275.55                |              | 39.86     | 27.04                           |              |             |             | 2.58       | 3.00          | 1.37                 | 2.89        | 1.27                 | 1.00          | 37.80  | 13.15 | 168.74  |            | 48.00                |
| November           | 274.10                |              | 42.99     | 8.87                            |              |             |             | 2.14       | 2.50          | 2.51                 | 1.53        |                      | 1.00          | 37.20  |       | 144.12  |            | 24.00                |
| December           | 271.76                |              | 38.53     | 13.28                           |              |             |             | 2.71       | 2.00          | 2.40                 | 2.00        | 1.50                 | 2.00          | 15.99  |       | 80.39   |            | 32.00                |
| TOTALS (Tons or #) | 3298.69               | 0.00         | 467.85    | 139.82                          | 51.63        | 35.78       | 49.62       | 26.51      | 25.40         | 28.30                | 28.29       | 13.46                | 11.63         | 470.51 | 29.73 | 1277.11 | 0.00       | 452.00               |

(Tons or #)

Approximately 540 cubic yards of yard and leaf materials were added to our composting effort. The material is piled in windrows and periodically turned over. After about a year, it has decomposed into an excellent product that can be used as a soil amendment and is free to residents. This department would like to thank all the Milford residents for their continued efforts to empty out all bags of leaves out into the leaf pile.

In September of 2002, the Town of Milford implemented a recycling recovery program, which includes the removal of paper recyclables (residential mixed paper). The Newark Group, Inc. Recycled Fiber Division, a New Jersey corporation provides a two cubic yard compactor and a 40 cubic yard roll off container at no charge to the town. The roll-off container is now picked up on site every week and is replaced with an empty one. As of December 2004, 467.85 tons of mixed paper was taken out of the waste stream. The cost savings that is realized by removing the mixed paper from the waste stream is approximately \$35,580/year. In 2005, we will be renegotiating for a new mixed paper contract in the hope of realizing an even greater cost savings.

**40% Of Our Trash Can Now Be Recycled**  
**MIXED PAPER RECYCLING BEGAN**  
**SEPTEMBER 1<sup>st</sup>, 2002**

WHEN YOU RECYCLE, PLEASE PUT ONLY THE "ACCEPTABLE" PAPER LISTED BELOW IN THE MIXED PAPER CONTAINER. PLACING UNACCEPTABLE PAPER IN THE MIXED PAPER CONTAINER WILL "CONTAMINATE" THE PAPER AND END OUR ARRANGEMENT WITH THE NORTH SHORE PAPER MILL.

| ACCEPTABLE PAPER                              | NOT ACCEPTABLE PAPER                                                                                   |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------|
| COMPUTER PAPER                                | CARBON PAPER                                                                                           |
| PAPER BAGS                                    | SELF SEALING ENVELOPES                                                                                 |
| MAGAZINES                                     | MYLAR                                                                                                  |
| CATALOGS                                      | TYVEK                                                                                                  |
| WHITE/COLORED OFFICE PAPER                    | FOIL PAPER                                                                                             |
| FAX PAPER                                     | JUICE BOXES (FOIL INSIDE)                                                                              |
| ENVELOPES (WITH OR WITHOUT WINDOWS)           | PAPER WITH ANY METALS (BESIDES PAPER CLIPS & STAPLES)                                                  |
| TAB CARDS                                     | BLUE PRINTS                                                                                            |
| NEWSPAPERS (AND GLOSSY INSERTS)               | PLASTIC COATED PAPER                                                                                   |
| MANILA FOLDERS                                | TISSUE PAPER                                                                                           |
| TELEPHONE BOOKS                               | PAPER TOWELS                                                                                           |
| STAPLED & PAPER CLIPPED PAPER                 | NAPKINS                                                                                                |
| CARDBOARD                                     | PAPER CUPS & PLATES                                                                                    |
| CHIPBOARD (CEREAL BOXES, TISSUES BOXES, ETC.) | ANY PAPER SOILED (WITH FOOD, OILS, ETC.)                                                               |
| PAPERBACK BOOKS                               | WAX CARDBOARD                                                                                          |
| JUNK MAIL (PLASTIC WINDOWS OK)                | PLASTIC LAMINATED PAPER                                                                                |
| MIXED OFFICE PAPER                            | It costs our Town \$89.22 per ton for trash disposal; it costs our Town \$0.00 to recycle mixed paper. |
| NOTEBOOK PAPER                                |                                                                                                        |
| DRAWING PAD PAPER                             |                                                                                                        |

The Milford Transfer Station continues to utilize as many community workers as possible throughout the year. We work with the prosecutors and the court system from the local area to help young people and adults who may be in trouble with the law and who are required to do community service with the Town. This year we had 147 community workers at various times.

We would like to thank the Board of Selectmen for their continued interest and support in our very busy recycling operation and special gratitude goes out to the Milford residents for their continued support and cooperation in our recycling efforts.

We would also like to thank special businesses in our community who have thought of us during the year. They include Broad Oak who donated a locust shade tree for the Transfer Station so the employees could have some shade during the summer and Foodee's Pizza and John Bowman for the delicious pizza and cold drinks; they were greatly appreciated. Our gratitude goes out to Noreen and Tim O'Connell for donating flowers every year to help beautify the Transfer Station. Thank you for all the help planting and weeding this summer. The gardens looked great and everyone enjoyed the vegetables.

We would like to offer a special thanks to all the volunteers who spend their days helping the community at the Transfer Station by donating their time and energy at the Still Good Shed and the Demo Area and for assisting Milford residents during our peak hours.



**TOWN OF MILFORD**  
**DEPARTMENT OF PUBLIC WORKS**  
**INCOME & EXPENSE STATEMENT**

AS OF 12/31/04

(unaudited)

|                        | BUDGET            | ACTUAL YTD        | REMAINING          |
|------------------------|-------------------|-------------------|--------------------|
| <b>REVENUES:</b>       |                   |                   |                    |
| TOWN BUILDINGS         | \$ 700            | \$ 625            | \$ 75              |
| CEMETERIES             | 11,000            | 19,804            | (8,804)            |
| HIGHWAYS & STREETS     | 265,206           | 266,452           | (1,246)            |
| SOLID WASTE DISPOSAL   | 124,500           | 140,031           | (15,531)           |
| <b>TOTAL REVENUES:</b> | <b>\$ 401,406</b> | <b>\$ 426,912</b> | <b>\$ (25,506)</b> |

|                        | BUDGET              | ACTUAL YTD          | REMAINING         |
|------------------------|---------------------|---------------------|-------------------|
| <b>EXPENSES:</b>       |                     |                     |                   |
| TOWN BUILDINGS         | \$ 170,338          | \$ 177,859          | \$ (7,521)        |
| CEMETERIES             | 146,285             | 128,678             | 17,607            |
| ADMINISTRATION         | 82,624              | 77,610              | 5,014             |
| HIGHWAYS & STREETS     | 897,140             | 826,110             | 71,030            |
| STREET LIGHTING        | 60,400              | 68,773              | (8,373)           |
| SOLID WASTE DISPOSAL   | 713,435             | 686,157             | 27,278            |
| PARKS MAINTENANCE      | 132,212             | 115,482             | 16,730            |
| <b>TOTAL EXPENSES:</b> | <b>\$ 2,202,434</b> | <b>\$ 2,080,669</b> | <b>\$ 121,765</b> |

**\*NOTE: THERE MAY BE EXPENSES/ENCUMBRANCES OUTSTANDING**

## **- WATER DEPARTMENT -**

**SOURCE OF SUPPLY** - The Town of Milford obtains its drinking water supply from the two Curtis Wells that have a combined yield of approximately 1,100 GPM. A connection with the Pennichuck Water Works can provide up to an additional 2.0 million gallons per day. The Pennichuck connection is typically utilized three days per week for three hours on a routine basis or additionally when one or both the Curtis Wells need routine or emergency repairs.

Of the 361.84 MG pumped during 2004, approximately 12.95% of the volume was received from Pennichuck Water Works.

The pump motor was replaced in Curtis Well #2 in September 2004. In October of 2004 the pump motor was replaced, a new check valve, and pump repairs were made to Curtis Well #1. Water Department Capital Reserve Funds were expended to do repairs on both Curtis Wells.

Water sampling and analysis was completed as required for all municipal water sources under the Federal Safe Drinking Water Act, which is administered by the New Hampshire Department of Environmental Services.

The Town of Milford incorporates a corrosion control program that includes the addition of zinc orthophosphate and sodium hydroxide to comply with the Environmental Protection Agency Copper/Lead Rule. The Town also adds sodium hypochlorite as a disinfectant.

**DISTRIBUTION SYSTEM** – The water distribution system is flushed twice per year during the spring and fall to minimize sediment build-up.

During 2004, 3470 lineal feet of 8" water main was installed in the new Patch Hill Development. Also, there was 1,180 lineal feet of 8" water main installed in the Lee An Drive Development.

There are three water storage tanks located in the Town; the Dram Cup Hill Tank, located in west Milford; the Prospect Hill Tank, located in south Milford; and the Mayflower Tank, located in north Milford. The total water storage capacity of all three tanks is approximately 1.25 million gallons.

Prior to July 1, 2004, we issued our fifth Water System Newsletter in accordance with the federal requirements for an annual consumer confidence report. The newsletter is distributed to all of Milford's water customers to increase public awareness about safe drinking water.

**WATER SERVICES** – During 2004, 113 new water services were added to the Town's water system. The majority of services were added with the continued building start-ups associated with the LedgeWood Development. The additional services were associated with the Stone House Condominiums, small developments, and single services throughout the Town.

### **WATER DEPARTMENT STATISTICS – 2004**

|                                            |           |
|--------------------------------------------|-----------|
| Average Minimum Day - Total gallons pumped | 720,000   |
| Average Maximum Day - Total gallons pumped | 1,270,000 |
| Average gallons pumped per day             | 999,000   |
| Days - Pumping over one million gallons    | 138       |

|                                           |       |
|-------------------------------------------|-------|
| New water main added - 8"                 | 4650  |
| Services replaced (Main to property line) | 0     |
| Water main breaks repaired                | 5     |
| Meter removals and installations          | 233   |
| Hydrants replaced                         | 2     |
| New water services added                  | 113   |
| Number of services in system 12/31/04     | 3,200 |

**MILLIONS OF GALLONS PUMPED**

| <b><u>Month</u></b> | <b><u>2001</u></b> | <b><u>2002</u></b> | <b><u>2003</u></b> | <b><u>2004</u></b> |
|---------------------|--------------------|--------------------|--------------------|--------------------|
| January             | 31,133,000         | 29,217,000         | 31,698,000         | 28,760,000         |
| February            | 28,420,000         | 25,563,000         | 28,097,000         | 26,033,000         |
| March               | 31,678,000         | 27,473,000         | 30,361,000         | 28,681,000         |
| April               | 31,428,000         | 30,110,000         | 29,778,000         | 27,158,000         |
| May                 | 42,637,000         | 35,019,000         | 33,715,000         | 32,961,000         |
| June                | 41,641,000         | 33,029,000         | 35,453,000         | 37,062,000         |
| July                | 40,272,000         | 41,562,000         | 43,400,000         | 35,126,000         |
| August              | 42,181,000         | 43,203,000         | 35,781,000         | 31,155,000         |
| September           | 35,401,000         | 34,655,000         | 32,261,000         | 31,051,000         |
| October             | 32,555,000         | 31,356,000         | 30,200,000         | 30,276,000         |
| November            | 29,026,000         | 28,752,000         | 27,732,000         | 26,664,000         |
| December            | 28,814,000         | 30,009,000         | 29,208,000         | 26,913,000         |
| TOTAL               | 416,186,000        | 389,948,000        | 387,684,000        | 361,846,000        |

**TOWN OF MILFORD**

**WATER FUND**

**CASH BALANCES**

AS OF 12/31/04

(unaudited)

CASH BALANCES AS OF 12/31/04:

|                          |        |                       |
|--------------------------|--------|-----------------------|
| UNDESIGNATED:            | \$     | 363,501.58            |
| CAPITAL RESERVE          |        | 294,539.96            |
| CAPITAL PROJECT RESERVE: |        | 12,858.14             |
| <br>TOTAL:               | <br>\$ | <br><u>670,899.68</u> |

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TOWN OF MILFORD
WATER FUND
STATEMENT OF CUSTOMERS' ACCOUNTS

AS OF 12/31/04

(unaudited)

ACCOUNTS RECEIVABLE AS OF JANUARY 1, 2004 \$ 40,872.26

PLUS CHARGES:

WATER USER FEES	855,117.59	
OTHER SALES	22,559.73	
REFUNDS	2,385.84	
ADJUSTMENTS	<u>88.02</u>	
		<u>880,151.18</u>

LESS:

COLLECTIONS ON RECEIVABLES	(848,255.72)	
ABATEMENTS	<u>(258.30)</u>	
		<u>(848,514.02)</u>

ACCOUNTS RECEIVABLE AS OF DECEMBER 31, 2004	\$	<u>72,509.42</u>
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***NOTE: THERE MAY BE EXPENSES/ENCUMBRANCES OUTSTANDING**



MILFORD WASTEWATER TREATMENT FACILITY
c/o Town Hall • 1 Union Square
Milford, NH 03055

~ 2004 REPORT ~

Wastewater Treatment Facility

The Milford Wastewater Treatment Facility has been in operation since 1982. It is a Grade IV activated sludge facility. Our facility is designed and permitted to treat up to a daily average of 2,150,000 gallons of wastewater (2.15 MGD), and serves more than 2,500 customers within the Milford and Wilton area. The total wastewater treated in 2004 was 471.9 million gallons (an average of 1.29 MGD), 13.5 % of this was contributed by Wilton. The Wastewater Facility also treats septage from homes outside the sewer collection system; the amount of septage received and treated in 2004 was 952,000 gallons.

The Town of Milford is permitted, through its NPDES Discharge Permit issued by the US EPA and the State of NH DES, to discharge treated effluent into the Souhegan River. Every five years our permit must be renewed, and accordingly an application has been submitted and Milford's new permit should be issued by March 2005. In addition to the standard permit, in 2003 the US EPA issued an Administrative Order to the Town of Milford that requires the Town to monitor and report the level of Copper in the effluent. This Order states that should Milford exceed 20 parts per billion of Copper during a predetermined period of time, the Town must submit a detailed Copper Optimization Engineering Report. Milford exceeded the 20 ppb Copper limit late in 2004 and therefore the town will now proceed with the actions required within the Order.

The NH DES requires wastewater treatment operators to be certified by the State in order to assure that the operators are suitably qualified and have sufficient knowledge and ability to properly operate and maintain such facilities. Wastewater treatment plant operators operate mechanical equipment in treatment facilities in order to remove harmful waste products from water and to render it environmentally acceptable. They are required to maintain pumps, piping, valves, and processing equipment to move wastewater through collection systems and through various treatment processes. They must read and interpret meters and gauges. They also operate chemical-feed devices, perform laboratory analyses, operate computer programs and keep records of their work. They must be "Jacks of all trades" and be familiar with electricity, mechanics, chemistry, microbiology, hydraulics, and a host of other disciplines. The Town of Milford is fortunate to have employees with almost 100 collective years of working experience in the wastewater field, and many, many hours of training credits, which are required to maintain their State certification status.

Employee Since		Wastewater Certification Level	Drinking Water Treatment Level	Distribution Level	Collection System Certification Level	Laboratory Analyst Certification Level
07/09/84	Larry Anderson	IV	II	II	III	
01/01/04	Tony Ballance	II				
07/05/95	Dave Boucher	IV	II	II	III	II
03/22/99	Carl Couture	III	II	II	I	I
03/23/98	Jim Dargie	II	II	II	II	
09/18/01	Shawn Leston				II	
05/31/88	Tom Neforas	IV	II	II	II	II
01/01/04	Paul Perky				I	
09/08/99	Susan Snyder	II				I
09/05/89	Brad Whitfield	II	I	II	III	

Most of Milford Wastewater Operators are also cross-trained and certified in drinking water treatment and distribution. This ensures that the Milford Water Department gets the proper support that is required to professionally operate and maintain our Grade II Drinking Water System.

Come and see what we are doing to keep your environment clean. The Wastewater staff welcomes visitors, just call ahead or stop in at the office and we would be glad to give you a tour.

Thank you for your continued support,

Larry Anderson, Water & Wastewater Superintendent

Wastewater Collection System

2004 was a busy year for the Collection System crew, along with their routine tasks, they were kept quite busy with a diverse list of other accomplishments.

The Collection System crew cleaned and inspected 35,000 feet of sewer main in the north section of town and inspected approximately 200 manhole structures for needed maintenance. They also assisted with the video inspection of 4,000 feet of sewer main, working with a subcontractor in anticipation of needed sewer main repairs and/or replacement in 2005.

The crew responded to 9 sewer service backups this year, 5 of which required updates to the services to meet current standards. Our records as of June 2004 indicated that there were 2,480 sewer service connections on our system. In 2004 there were 75 residential and 3 commercial permits issued bringing the total sewer service connections to 2,558 (a 3% increase over 2003). New developments have also added approximately 11,400 feet of sewer main to our system. Milford's Collection System is primarily a gravity type system; this means that the pipes collecting the wastewater are designed to allow the sewer to flow by gravity to the treatment facility. In 2004, a new housing development, known as Patch Hill, was constructed in town. It is situated in an area that requires the wastewater to be pumped into the town's gravity sewer. This

development is the location of the first remote pump station that will be owned, operated and maintained by the Collection System operators.

We continue to work towards the removal of all ground water infiltration within the Town's sewer system. It stands to reason that every gallon of clean water entering the wastewater facility must go through the complete treatment process, this ends up costing money to treat clean water and also uses up the facilities permitted capacity. Therefore we are continuing to prioritize a list of sewer main repairs based on the condition of the sewer system, and with the coordination with other department programs such as paving schedules, water main replacements and other development, we will continue to bring our collection system up to current standards.

The following are the sewer main replacement projects that were completed in 2004:

- 180 feet of 8" on Merrill Court

- 170 feet of 6" on Franklin Street

- 290 feet of 8" on Olive Street

- *50 feet of 8" on Beech Street (will be completed in 2005)

Thank you for your continued support,

Larry Anderson

Water & Wastewater Superintendent

TOWN OF MILFORD

SEWER FUND

CASH BALANCES

AS OF 12/31/04

(unaudited)

CASH BALANCES AS OF 12/31/04:

UNDESIGNATED:	\$	49,958.31
CAPITAL RESERVE		395,369.81
TOTAL:	\$	<u>445,328.12</u>

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**TOWN OF MILFORD**

**SEWER FUND**

**STATEMENT OF CUSTOMERS' ACCOUNTS**

AS OF 12/31/04

(unaudited)

|                                             |                |    |                       |
|---------------------------------------------|----------------|----|-----------------------|
| ACCOUNTS RECEIVABLE AS OF JANUARY 1, 2004   |                | \$ | 62,919.68             |
| PLUS CHARGES:                               |                |    |                       |
| SEWER USER FEES                             | 1,160,128.83   |    |                       |
| OTHER SALES                                 | 62,856.80      |    |                       |
| REFUNDS                                     | 120.84         |    |                       |
|                                             |                |    | <u>1,223,106.47</u>   |
| LESS:                                       |                |    |                       |
| COLLECTIONS ON RECEIVABLES                  | (1,164,013.27) |    |                       |
| ABATEMENTS                                  | (3,968.46)     |    |                       |
| ADJUSTMENTS                                 | (88.07)        |    |                       |
|                                             |                |    | <u>(1,168,069.80)</u> |
| ACCOUNTS RECEIVABLE AS OF DECEMBER 31, 2004 |                | \$ | <u>117,956.35</u>     |

**\*NOTE: THERE MAY BE EXPENSES/ENCUMBRANCES OUTSTANDING**



**TOWN OF MILFORD**  
**SEWER FUND**  
**INCOME & EXPENSE STATEMENT**

AS OF 12/31/04

(unaudited)

|                           | BUDGET              | ACTUAL YTD          | REMAINING         |
|---------------------------|---------------------|---------------------|-------------------|
| <b>REVENUES:</b>          |                     |                     |                   |
| SEWER USER FEES           | \$ 1,250,000        | \$ 1,160,129        | \$ 89,871         |
| LESS: ABATEMENTS          | -                   | (3,968)             | 3,968             |
| TOWN OF WILTON            | 125,000             | 130,477             | (5,477)           |
| SEPTAGE CHARGES           | 75,000              | 77,083              | (2,083)           |
| INDUSTRIAL PRETREATMENT   | 6,500               | 5,262               | 1,238             |
| SEWER CONNECTION FEES     | 2,500               | 11,338              | (8,838)           |
| CONTRIBUTIONS-STATE       | 11,801              | 7,704               | 4,097             |
| INTEREST INCOME           | 3,000               | 727                 | 2,273             |
| INTEREST ON LATE PAYMENTS | 1,500               | 2,798               | (1,298)           |
| MISCELLANEOUS OTHER       | 89,724              | 6,685               | 83,039            |
| <b>TOTAL REVENUES:</b>    | <b>\$ 1,565,025</b> | <b>\$ 1,398,235</b> | <b>\$ 166,790</b> |

|                          | BUDGET              | ACTUAL YTD          | REMAINING         |
|--------------------------|---------------------|---------------------|-------------------|
| <b>EXPENSES:</b>         |                     |                     |                   |
| ADMINISTRATION           | \$ 609,770          | \$ 565,796          | \$ 43,974         |
| EMPLOYEE BENEFITS        | 184,867             | 150,686             | 34,181            |
| LABORATORY               | 35,102              | 27,054              | 8,048             |
| OPERATIONS & MAINTENANCE | 264,653             | 246,612             | 18,041            |
| PROCESSING               | 84,600              | 61,318              | 23,282            |
| COLLECTION               | 215,283             | 211,278             | 4,005             |
| PRETREATMENT             | 13,300              | 7,654               | 5,646             |
| DEBT SERVICE             | 157,450             | 157,446             | 4                 |
| <b>TOTAL EXPENSES:</b>   | <b>\$ 1,565,025</b> | <b>\$ 1,427,844</b> | <b>\$ 137,181</b> |

**\*NOTE: THERE MAY BE EXPENSES/ENCUMBRANCES OUTSTANDING**